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| Clinical Director PositionCulmore Clinic is a 501(c)(3) non-profit healthcare clinic serving low-income uninsured adults, in the Bailey’s Crossroads community of Fairfax, Virginia, at little to no cost. Supported by a diverse group of interfaith volunteers, healthcare providers, and donors, Culmore Clinic offers compassionate medical care, counseling services as well as specialty referrals. Their commitment to care for all is displayed with their top-notch medical interpretation services to ensure effective treatment to the culturally diverse community in which they work. Volunteers founded The Clinic in 2007 and to this day it is still significantly volunteer run, allowing more resources to go toward patient care. The Clinic seeks a Clinical Director, a part time position (approximately 25 hours/week) where the incumbent manages a growing Clinical program and ensures effective and compassionate and patient care management. The position works closely with the Executive Director on program development, with the Patient Services Manager to coordinate care and ensures effective communication among providers and staff and with the NP Population Health Manager to ensure effective care across our unique patient panel. All of these functions are guided by organizational movement toward the establishment of a Patient Centered Medical Home in the Bailey’s Crossroads community in the next 3-5 years |
| Position Details |
| Job Title: Clinical Director |
| Date Created/revised: November 2019  |
| Reports to:  | Executive Director  | Supervises:  | Nursing Staff and Medical Providers and Clinical Volunteers  |
| Salary: Part-time position; approximately 25 hours/week. Malpractice coverage provided. Salary Range $38,000 to $45,000 |
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|  | **Essential functions of the job**  |
| 1 | Clinical Leadership* Primary responsibility is to oversee the daily operations of Clinic and ensure that staffing and patient flow supports the delivery of high-quality, safe and compassionate medical care.
* Provides leadership to meet the goals of patient centered care along with efficient and cost-effective operations
* Serves as lead clinical resource and promotes educational training to nursing and provider staff on clinical best practices
* Designs, manages, codifies and continuously improves processes, systems and policies that positively impact clinical services
* Participates in long-range planning and the development of organizational goals, strategic plans, and objectives with the Executive Director.
* Supports the Executive Director for effective implementation of the clinic’s Quality Management and Risk Management programs.
* Refines, creates, and supports effective use of Electronic Medical Record system.
* Participates in targeting improvements in access; overall customer satisfaction; patient, caregiver and provider communications; clinical service delivery; and operating efficiency.
* Ensures that the Clinical Services budget remains on-target
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| 2 | Administrative- Details of Policy and Process Ensures policies and systems are in place to deliver high quality care across all clinical service programs including but not limited to medical, counseling, patient education, specialty sessions, and testing.Resolves Clinic issues and develops Clinic strategy and new service delivery opportunities when appropriate.Ensures effective communication and coordination among Clinic service areas (medical, counseling, and prevention services).* Ensures Clinic services are provided in a safe and effective manner
* Assists Clinic personnel to find medical services/supplies that are not available from regular Clinic resources.
* Ensures HIPPA compliances vis a vis patient records (paper, electronic format)
* Manages patient transfer process.
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| 3 | Administrative Details- Population Management + Budget* Works with Patient Services Manager to maximize use of the EMR
* Assists NP Population Health Manager with tracking data on clinical efficacy and impact.
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| 4 | Administrative Details-Human Resources:* Trains and manages nursing and volunteer allied professionals
* Completes performance reviews for Nursing Assistant
* Trains staff on use of EMR
* In-house trouble shooter; supports clinical engagement in EMR
* Stays up-to-date with all system changes and upgrades related to EMR
* Makes recommendations to Executive Director for staffing support and deployment regarding EMR and other administrative systems
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| 5 | Works with the Executive Director to develop clinical programming and obtain resources and develop partnerships to deliver quality care  |
| 6 | Other duties as assigned  |

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| Education and Experience |
| 1. Current and valid NP license/certificate in Virginia preferred. RN with BA or BS considered.
2. Minimum of 5 to 10 years of clinical operations experience with increasing levels of managerial and supervisory responsibility
3. High-level of proficiency in Electronic Health Records and Microsoft Office Suite with excellent writing, editing and administrative skills
4. Bilingual Spanish/English a plus
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| Qualifications |
| 1. Strong leadership, interpersonal, communication and managerial skills to lead, motivate and direct staff and work collaboratively across multiple departments.
2. Working knowledge of: organizational policies, and procedures; health care delivery systems and administrative practices; computer systems and EMR
3. High level of excellence in customer service and patient/caregiver relations
4. Demonstrated ability to:

  **.**  plan, codify, direct, evaluate, and improve clinical operations   **.** comprehend, interpret and implement complex regulations and guidelines   **.** communicate effectively and respectfully with staff, patients, the public, and external agencies; including people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating a knowledge and  sensitivity to their needs.  |

Interested parties should send a resume + cover letter to: **search@culmoreclinic.org**